



Procurement Card / Travel Card Request

Procurement Card
 Travel Card
 New
 Cancel*
 Limit Change

*Department	
*Card Holder Name & username	
*Budget Authority Name & V#	
Default Index Code	
*Last Six Digits of the Current Card	
Card Monthly Limit <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary _____	
Card Single Purchase Limit <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary _____	
*Request Description	
*Justification for the Request	

	Printed Name	Signature	Date
*Card Holder			
Budget Authority			
Card Administrator			
Director of Acct Dept			

For Business Services Use Only

Date Request Received:	Date New Card Ordered:
Date New Card Delivered:	Date Card Cancelled:
Date Updated:	Date Card Returned:
Additional Comments:	

New Card Information

Last Six Digits of the New Card	
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Replaced Card Information

Card Monthly Limit	
Card Single Purchase Limit	

MCC Codes
